

## **Vacancy Announcement for a Program Specialist, at U.S. Embassy Kuwait**

1. American Embassy in Kuwait is seeking (3) individuals for employment in the position of Program Specialist. The grade of this position is FSN-11\*; FP-04

### **2. Salary:**

Not-Ordinarily Resident (NOR): Position Grade: FP-04

Starting salary: US\$53,534 p.a.

(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Salary:

Ordinarily Resident (OR): Position Grade: FSN-11

Starting salary: KD15,346 p.a. (equivalent to US\$52,020 p.a.)

Salary includes a Miscellaneous Benefit Allowance of KD510 per annum equivalent to USD1,728 p.a.

(Exchange rate used as of 02/10/15 : 1KD = USD3.38)

(\* Actual grade and salary will be based on the qualifications of the applicant)

Post would appreciate assistance from addressee posts in advertising this vacancy among LE Staff/TCN staff. The final grade and/or steps will be determined based on the applicant's prior work experience and qualifications.

### **3. Basic function of the position:**

The Program Specialist is responsible for developing local grant projects in conjunction with constituent posts and providing context, advice, and support for a range of programs conducted in countries in the region, including Jordan, Saudi Arabia, Bahrain, Kuwait, Yemen, Qatar, Lebanon.

The Program Specialist assists and advises the Director and Deputy Director, constituent post colleagues, and partners on effective delivery of programs, identifying new opportunities, organizations, and individuals who share the goals and objectives of building civil society capacity. The Program Specialist also plays a lead role in the evaluation of local grant applications and selection of project proposals. Program areas the incumbent work in include: civil society development; women's and youth empowerment and leadership; access to quality education; and economic growth and reform. The Program Specialist develops and maintains ties with civil society organizations, NGO and business communities, academia, and women's and professional organizations in constituent countries. Through his/her contacts and working in conjunction with constituent posts, the Program Specialist designs and develops local grant projects, drafts Statements of Work, develops project activities and deliverables and enters relevant information into the database, in cooperation with the Grants Specialist.

Program Specialist conducts monitoring and evaluation trips for ongoing grants and submits site-visit reports accordingly. He/she also reviews quarterly and final reports and provides comments and feedback to the grantee.

The Program Specialist also proposes candidates for Washington based exchange programs and support Washington-based grant programs, as requested, in terms of programmatic analysis, contacts and logistical facilitation, when required. The incumbent delivers training courses to coordinators and administrators in the region and provides ongoing training and advice to applicants and grantees.

#### **4. Qualifications required:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

##### **Education:**

- Master's degree in political science, economics, international business, or a closely related field.

##### **Experience:**

- Five to seven years of work experience in the Arabian Peninsula and/or the Levant in civil society, government, academia, an international organization or other experience indicative of knowledge of civil society, governments and governmental processes in the region.

##### **Language: (This will be tested):**

- Level IV (Fluent) Speaking/Reading/Writing English.  
Level IV (Fluent) Speaking/Reading/Writing Arabic.

##### **Knowledge:**

- General knowledge of the politics, economies, cultures and societies of the countries of the Arabian Peninsula and the Levant.
- Knowledge of U.S. government structure and processes, U.S. business practices and trends, U.S. society and values.
- Knowledge of policies and procedures related to civil society programs, knowledge of educational, economic, and business trends within the region.

##### **Skills & Abilities:**

- Incumbent must have some public speaking experience and familiarity with regional women's rights issues.
- Ability to use computers, Microsoft Office package (Word, Excel, Access, PowerPoint), and Internet to conduct research and produce own work.

#### **5. Employment information:**

Candidate will be employed under the PSA-Plus program. If hired from outside Kuwait, the Embassy will provide the following allowances:

- Travel upon arrival and separation only (Economy class air ticket for candidate and dependents).
- Transportation of household effects (excluding shipment of private owned vehicle).

- Temporary lodging not to exceed 60 days.
- Excess baggage (up to 24kg for candidate and 14 kg for each dependent).

## **6. Salary and benefits:**

Post's local compensation plan consists of the following:

Post's local compensation plan consists of basic salary, miscellaneous benefit allowance, annual bonus, life insurance coverage for employee, health insurance coverage for employee and dependents and homeward passage for

a. Starting salary:

Not-Ordinarily Resident (NOR): Position Grade: US\$53,534 p.a. (Grade: FP-04)

Ordinarily Resident (OR): Position Grade: FSN-11 Starting salary: KD15,346 p.a. (equivalent to US\$52,020 p.a.)

Salary includes a Miscellaneous Benefit Allowance of KD510 per annum equivalent to USD1,728 p.a.

(Exchange rate used as of 02/10/15 : 1KD = USD3.38)

(\* Actual grade and salary will be based on the qualifications of the applicant)

b. Bonus: Annual bonus of 8.33% of annual basic salary.

The bonus is prorated on number of weeks on duty and based on satisfactory performance.

c. Life Insurance: Disability and life insurance coverage at no cost.

d. Health Insurance: Health insurance at no cost for you and your dependents (up to age 21 attending an accredited post-secondary school). However children over 21 years of age are not covered.

e. Homeward Passage: Employee and dependents (spouse and two children under the age of 21 years) will be eligible for Homeward passage after completion of one year service.

f. Service indemnity: Paid to employees who separate from the Embassy in good terms. Only employees who have completed 2 years of service are eligible for service terminal indemnity .

## **7. Selection process**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **8. To apply:**

Interested applicants for this position **must** submit the following for consideration of the application:

- 1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites: <http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov> **OR**
- 2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) ; **OR**
- 3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**
- 4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
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- 5. Copy of the Civil ID and passport (including the residence permit page); **PLUS**
- 6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

### **Submit application to:**

Human Resources Office

American Embassy Kuwait

Email your application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

Closing date for accepting applications for this position is **Open Until Filled.**